



Public Service Assistant I

Development Services Center

Part-time temporary assignment through June 2013
\$10.50 per hour, 15 – 20 hours per week



POSITION: The Community Development Department is seeking a Public Service Assistant I (PSA I) to provide administrative assistance to the Development Services Center. The PSA I will work on indexing permits and plans into the Cimage/Fusion records and document application. In addition, the incumbent will also file permits, microfiche and other documents as needed. The assignment is through June of 2013 and will work 15 – 20 hours per week.

EXAMPLES OF DUTIES:

- Sort and file documents and records; maintain alphabetical index and cross-reference files.
- Pull and debulk permit files in preparation for document imaging.
- Process and index permits and plans into Cimage/Fusion.
- Operate standard and specialized office equipment, including computer equipment.
- Develop and maintain databases and other automated systems.
- Compile and format information and data from a variety of sources.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Work on other special projects as assigned.

IDEAL CANDIDATE: The City is searching for an effective team player who is able to multi-task in a fast-paced work environment. Exceptional customer service skills are required. The ideal candidate must have a strong work ethic including the ability to prioritize work and remain very organized. The PSA I must have knowledge of modern office practices and procedures, computer equipment and software applications related to assignment, such as Microsoft Office Suite. In addition, the PSA I must also demonstrate the ability to communicate effectively orally and in writing, and exercise good judgment by handling all matters with sensitivity and confidentiality.

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be one year of general clerical experience.

City government work experience is highly desirable.

COMPENSATION & BENEFITS: The hourly rate is \$10.50. This is a non-benefitted position.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application and resume:

- Through our online application system at www.fremont.gov/apply or
- To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538.

A resume must be submitted with the completed City application. Applications submitted without a resume will not be considered.

This position will remain open until a sufficient number of qualified applications to begin the examination process are received. The recruitment may close without further notice, so interested applicants are encouraged to apply immediately.

SELECTION PROCESS: The process will include individual and/or panel interviews, fingerprint check, reference check and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling (510) 494-4660.